

Disaster Planning Sample Checklist for Emergency Supplies

When developing a response plan, most authorities recommend preparing for three or more days (72 hours) either in an evacuation site or sheltering in place. Begin with a basic list of supplies, such as the one below; then work with a team to review and complete the list so that all children's needs are met. The planning team should include a caregiver to represent each age group of children, a parent, and a person with experience with children with disabilities.

Determine how many of each item is necessary. Monitor your regular use of items, such as hand washing supplies or toilet paper, over a 3-day period and base your supply needs on this.

Water

Drinking water: 1 gallon per person per day

Allow additional drinking water for children on enteral/tube feedings

Food

Infant formula, cereal, or food

Disposable baby bottles

Shelf-stable UHT milk; canned evaporated milk

Canned fruits and vegetables

Canned or foil-packed juice

Canned beef, tuna, chicken, stews

Plastic jars peanut butter, jelly

Assortment of cereals, crackers, and breakfast bars

Canned spaghetti, pasta

Foods for adults/children on special diets or with food allergies

Manual can opener

Disposable plates, cups, bowls, utensils

Sanitation

Water for hand washing

Liquid soap in tightly closed containers

Paper towels

Waterless cleansers (non-alcohol formulations)

Germicidal hand wipes, pre-moistened towelettes, and cleansing wipes

Tissues

Tooth brushes and tooth paste

Disposable cups

Sturdy trash bags and "red bags" (for contaminated waste)

Sealed container of household bleach

Quart spray containers labeled "bleach disinfectant" (1 TBS to 1 quart water, mixed daily)

Clothing and blankets

Extra underwear, pants, sweaters/shirts – variety of sizes

One blanket per person (or sleeping bags)

Plastic tarp

First aid

2 boxes non-powdered vinyl gloves	Antiseptic wipes
First aid book	Adhesive tape, 2" width
Adhesive bandages, various sizes	Anti-bacterial ointment
5" x 9" sterile dressing	Cold pack
Conforming roller gauze bandage	Scissors
Triangular bandages	Tweezers
3 x 3 and 4 x 4 sterile gauze pads	CPR breathing barrier, such as a face shield
Roll 3" cohesive bandage	
Germicidal hand wipes or hand sanitizer	

Medications or equipment

Lock box for storage
Cooler and ice packs for storage
Diabetes: Unopened insulin; syringes; blood glucose testing strips and tester; batteries; cleansing wipes; sharps disposal container; sugar source (juice, snacks)
Allergies: List of allergies for specific children; EpiPen or EpiPen, Jr; prescribed antihistamines; information describing anaphylaxis symptoms and specific intervention
Asthma: Nebulizer and additional tubing, mouthpieces, or other equipment; inhalers or spacers; prescribed medications; information from physicians regarding treatment for individual children
Enteral/Tube Feedings: Unopened formula; Physician information on alternate ways to provide optimal nutritional intake; feeding syringes; drinking water for flushing tube
Other Chronic or Acute Conditions: Specialized equipment; prescribed medications; medication spoons, syringes, or cups
Medications for children and staff members: prescribed or OTC medications

Toileting

Disposable diapers
Toilet paper
Feminine hygiene items
Plastic buckets with tight fitting lids
Potty chair

Lighting, Communication

Flashlights
Extra batteries (check expiration date)
Portable radio
Clock
2-way radio, cell phone, chargers or extra batteries
Pencils and paper
List of children's names, responsible staff member, and emergency contact information for each.
Detailed written directions for building safe areas, exit routes, route to off-site shelter

Other

Fire extinguisher
Staff responsibility assignments (who gets the medication box, who calls the parents, etc.)